

Spaces will be available for a FREE workshop on

**The Basics of Records Management
for Law Enforcement Agencies**

Future Workshops to be held in October 2009 and in Spring 2010

The **Washington State Archives' Records Management Program** is pleased to offer a **free** workshop on **The Basics of Records Management for Law Enforcement Agencies**. The presenter for this workshop will be Scott Sackett, Electronic Records Management Consultant for Eastern Washington.

This three-hour workshop will cover key principles of public records management for law enforcement agencies, including the following topics:

- Legal requirements for records retention and disposition
- Retention schedules, records series inventory, and other tools to facilitate records management
- Transfer of archival records to the Washington State Archives
- Requirements for agencies wishing to digitize paper records and destroy the originals

If you were are unable to attend the August 27 workshop but would like to be contacted as additional sessions are scheduled in Fall 2009 and Spring 2010, e-mail ssackett@secstate.wa.gov. Please include the phrase "Future Session" in the Subject line or body of your e-mail.

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To access our training calendar and join the Local Government Agency Notification List, please visit the Washington State Archives' Local Government Records Management page:
http://www.secstate.wa.gov/archives/RecordsManagement/records_local.aspx